



## **Context Statement (to be read in conjunction with Dorset Council Job Description)**

**Job title: Business Support Officer**

**Grade: 5**

**Hours: 20 hours per week, term time only (flexible working required)**

**Reports to: MAT Company Secretary**

### **Main Job purpose**

The post holder will be a member of the Trust central admin and clerking team and play an important role in providing efficient administrative support to the MAT. They will be the first point of contact for the MAT office. They will also work alongside the Company Secretary and MAT Clerk to support the Trust Board and Local Governing Bodies.

### **Main Responsibilities and Duties**

- To assist in the provision of a comprehensive administrative service for the MAT
- To provide administrative support to the MAT Senior Leadership Team
- To assist in the production of agendas and papers for the Board of Directors and Local Governing Body meetings
- To maintain the database of business interests
- To maintain the database of Directors and Governors contact details
- To ensure the MAT website and LGB websites are kept up to date and compliant
- To monitor the policy matrix and implement alerts and reminders in advance of review dates
- To assist the Company Secretary on matters of compliance within the MAT, e.g GDPR, complaints etc
- To act as first point of contact for the MAT office
- To act as a link between the MAT central team and the schools within the MAT
- Attend termly briefings and participate in professional development opportunities

### **Knowledge and Skills**

- Relevant experience of office work including databases
- Minimum of 5 GCSEs (A\*-C Grade) or equivalent office experience/vocational qualifications
- Good working knowledge of MS Office

### **Supervision and management**

- The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

### **Problem solving and creativity**

- To deal with changing and conflicting deadlines and frequent interruptions to work.

### **Resources**

- Office PC, scanner, printer and other computer related peripherals

### **Working environment**

- Busy office environment
- Predominantly the post holder will work within an office environment. Occasionally will be required to lift packaged paperwork.
- Home working may be required on occasion.

### **Contacts and relationships**

- Regular contact by telephone/face-to-face with MAT central team and schools
- MAT Directors as necessary

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Company Secretary or the incumbent of the post.